

STATE OF CALIFORNIA
**RECORDS RETENTION
SCHEDULE APPROVAL**

STD. 172 (REV. 7-92) DMV EF

(1) DEPARTMENT, BOARD OR COMMISSION
Department of Motor Vehicles
DIVISION, BUREAU OR OTHER UNIT
Registration Operations Division, Registration Services Branch

Submit three copies with three copies of the Record
Retention Schedule, STD. 73.
ADDRESS
2415 First Avenue, MS E254, Sacramento 95818

TO: DEPARTMENT OF GENERAL SERVICES

OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)
(916) 445-2294 or CALNET 485-2294

CHECK THE APPROPRIATE BOX:

- (2) ☐ New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)
(3) ☒ Revising a previous schedule. (Complete boxes 5 - 12) (A new approval number will be assigned.)
(4) ☐ Amending some pages of a previous schedule. (Complete boxes 8-12.) (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	109-DMV-ROD/1R	7/15/02	3	1298
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
	109-DMV-ROD	02-151	5/3/02	1-3

PART 1 -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	(14) TITLE	(15) DATE SIGNED
<i>P. J. Valentine</i>	Acting Branch Chief	7/15/02

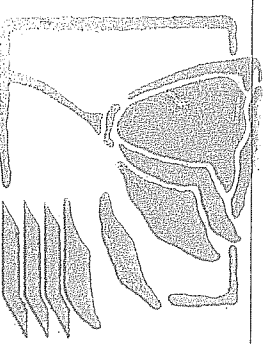
In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST	(17) TITLE	(19) TELEPHONE	(20) DATE SIGNED
<i>P. J. Valentine</i>	Departmental Records Management Analyst	657-5632	7-17-2002
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)			
(18) NAME (Printed or Typed)	(19) TELEPHONE	(20) DATE SIGNED	
<i>P. J. Valentine</i>	657-5632		
(21) SIGNATURE--CONSULTANT	(22) APPROVAL NUMBER		
<i>Joseph E. Fort</i>	02-261		
(23) TITLE	(24) DATE SIGNED		
<i>Records Management Consultant</i>	7/23/02		
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)			

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25) ☐ Contains no material subject to further review by the California State Archives
(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE--CHIEF OF ARCHIVES
Joseph E. Fort
(28) DATE SIGNED
July 24, 2002
CALIFORNIA
STATE ARCHIVES

State of California

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Motor Vehicles	SCHEDULE NUMBER (2) 109-DMV-ROD (1R)	DATE (3) 7/15/02
ORGANIZATIONAL UNIT Registration Operations Division, Registration Services Branch	OF 1 3 PAGES	
ADDRESS (Number Street City) 2415 First Ave, MS E254, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-261	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	M E D I A (10)	V I D E O (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept (13)	SRC (14)	Total (15)		

FUNCTION: The Registration Services Branch is responsible for overseeing the operational aspects of the Vehicle Registration program, collecting revenue and fees on behalf of state and local governments, protecting identity through the registering and titling of vehicles, vessels and trailers, and ensuring that its customers receive first class customer service.

			<u>Unit Program Management</u>			(12)	(13)	(14)	(15)		
1	14		Correspondence Files (<i>Responses to governor, legislative and customer inquiries; intra-departmental</i>)	P		Active+1			2	XI	Active until revised or superseded, thereafter, confidential destruction per GC 6254 (C).
2	2	NOTIFY ARCHIVES	Legislative Reports and Bill Analyses	P		Active+2			3		Active until revised or superseded, thereafter, confidential destruction per GC 6254 (C).
3	6		Production Reports	P		Active+1			2		Active until revised or superseded, thereafter, confidential destruction per GC 6254 (C).
4	2		Commercial Vehicle Registration Act	P		Current			Current		Current until revised or superseded, thereafter, confidential destruction per GC 6254 (C).
5	*		Specially Constructed Passenger Vehicles and Pick Up Trucks (SB 100)	P		Current			Current		Current until revised or superseded, thereafter, confidential destruction per GC 6254 (C).
6	3		Projects, Miscellaneous (<i>Including but not limited to Smog Impact Fee, Woosley Class Action Lawsuit</i>)	P		Current			Current		Current until revised or superseded, thereafter, confidential destruction per GC 6254 (C).

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1)

Motor Vehicles

ORGANIZATIONAL UNIT

Registration Operations Division, Registration Services Branch

ADDRESS (Number Street City)

2415 First Ave, MS E254, Sacramento, CA 95818

SCHEDULE NUMBER (2)

109-DMV-ROD/1R

DATE (3)

7/15/02

OF PAGES

2 3

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

02-261

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept (13)	SRC (14)	Total (15)		
			<u>Administrative Management</u>			(12)	(13)	(14)	(15)		
7	3		Budget Expenditures and Related Reports (<i>Budget revisions, transfer of budget allotments, expenditure reports, financial activity reports</i>)	P		Current			Current		Current until revised or superseded, thereafter, confidential destruction per GC 6254 (C).
8	3		Office Administrative Files (<i>Records accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists</i>)	P		Active			Active		Current until revised or superseded, thereafter, confidential destruction per GC 6254 (C).
9	10		Personnel Files and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires or until unit disbands per IPA 1798.34, thereafter, confidential destruction per GC 6254 (C).
10	3		Procurement and Supply Documents (<i>Standard forms for leases, standard agreements, space action requests, purchase estimates or orders</i>)	P		<i>Active Current + 3 yrs</i>			<i>Active Current + 3 yrs</i>		<i>Active Current</i> Current until revised or superseded, thereafter, confidential destruction per GC 6254 (C). <i>Retain at least three years from end of fiscal year in which encumbrance is liquidated.</i>
			<u>Records Management</u>								
11	*		Records Retention Schedules and Approvals (STD. 73, 72)	P		Current			Current		Retain as current until revised.
12	*		Records Inventory Worksheets (STD. 70)	P		Current			Current		Retain as current until next inventory or when no longer needed for reference or analysis, whichever is later.

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Motor Vehicles		SCHEDULE NUMBER (2) 109-DMV-ROD/1R	DATE (3) 7/15/02
ORGANIZATIONAL UNIT Registration Operations Division, Registration Services Branch		OF PAGES 2 3	
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						Office (12)	Dept (13)	SRC (14)	Total (15)		
13	*1252		<u>Departmental Program Management</u> Vehicle Registration Documents (<i>Source documents pertaining to the sale, registration and titling of vehicles, vessels, special equipment and placards established in the California Vehicle Code</i>)	S/D			10 Yrs	10 Yrs	10 Yrs	XI	Source documents from various intradepartmental units received and processed by Communication Programs Division's (CPD) Micrographics Unit. Media retained simultaneously in the State Vault and CPD VR Micro Retrieval Unit. Records normally retained for 10 years; however, due to pending litigation as defined in DMV legal opinion memo, File No. DMV 79-3-6, dated March 26, 1979, (<i>Woosley vs. DMV</i>) the records will be retained <u>indefinitely</u> or until case is resolved, which means that after the first 10 years has passed, retention will be renewed on a year-to-year basis until case is resolved, or "...unless it is determined...that the record has no further administrative, legal, or fiscal value and the Secretary of State has determined that the record is inappropriate for preservation in the State Archives" as noted in GC Section 14755; thereafter, confidential destruction per GC 6254 (C). Protected per IPA 1798.34. Source documents destroyed per GC 6254 (C).

Total Cubic Ft. : 1298